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M I N U T E S

TRAINING OFFICERS MEETING

T h u r s d a y
30 Sep 54

ATTENDANCE:

Mr. Baird, D/TR

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1. REFRESHER TRAINING FOR ADMIN PERSONNEL:

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Mr. Baird stated that the introduction of any new courses at Headquarters is complicated by the problems of space and instructor personnel. Mr. [REDACTED] suggested that room 109, R & S Building, might be available for a one-week period between two TSS courses. [REDACTED] will be asked to look into this. [REDACTED] gave a short explanation of the need for refresher training for Admin returnees who should be brought up to date on organization and procedures. Mr. Baird commented that information on career service developments is especially needed. [REDACTED] brought up several questions: Will the CS Review Course include Admin procedures? (Yes, but it is aimed at a different group of returnees.) What grade will the new course be for? (Probably GS 7 through 11.) Are evaluations desired? (Yes.) [REDACTED] said that there are only two fields in which guest speakers work out, TSS and Security; Mr. Baird suggested that the IG is an excellent source for a speaker. [REDACTED] will report back in two weeks on the feasibility of initiating a refresher course for Admin personnel.

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2. MEMO ON EXTERNAL TRAINING:

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[REDACTED] reported that the Training Committee met on 27 September with [REDACTED] of OTR to review the draft memorandum. The group was in agreement on all points except for incentive awards for language training. The Committee is opposed to such awards.

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25X1A [REDACTED] is writing a memorandum pointing out how external training ties into the career program; he also said that the Career Service handbook, now in draft form, includes specific recommendations on training during the three phases of career development, including language and area training, and rotation of personnel into OTR.

25X1A Mr. Baird inquired if there were any minutes of the meeting; Miss [REDACTED] prepared a memo on the meeting. [REDACTED] commented that a debriefing of the Headquarters case officer of PESUCCESS pointed up the need of area background for operations personnel.

25X1A

3. DRAFT REGULATION ON TRAINING MATERIAL FOR FOREIGN IS:

25X1A [REDACTED] reported that he now has the preliminary work done by [REDACTED] and will get together with [REDACTED] before the next meeting to draft a regulation.

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4. [REDACTED] COURSE:

25X1A [REDACTED] circularized the area divisions, received one inquiry but no candidates for now or the immediate future. A conference was held with [REDACTED], who indicated that the lack of response in terms of cold war planning was probably an accurate indication.

25X1A [REDACTED] of his staff is looking into training planning for a hot war. [REDACTED] pointed out to [REDACTED] the need for projecting requirements for other essential courses, such as CFA and [REDACTED] which are not being utilized. Mr. Baird said that [REDACTED] of OTR will be sent to the [REDACTED] Course.

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[REDACTED] interjected a question about Reserve Officers receiving credit for tours of training duty by taking the WPSC. It was explained by Mr. Baird that no such arrangement is in being; the context of his recommendations on Reserve Officers training has been changed in passing through other hands since it was submitted to the DDGI.

5. LONG-TERM TRAINING SCHEDULE:

25X1A The new schedule will be ready for distribution on 1 October. Miss [REDACTED] announced that 1 October is the deadline for registration for the next [REDACTED] course and to date there are no enrollments. [REDACTED] volunteered to check with [REDACTED] of FE for possible candidates.

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6. REPORTS COURSE INSTRUCTOR:

25X1A [REDACTED] reported that [REDACTED] is a key member of the EE reports staff and will not be available. There is no word on [REDACTED] but RQM is checking on him.

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7. DISTRIBUTION OF TRAINING NOTICES:

25X1A Arrangements have been made with [REDACTED] to distribute notices to individual division training officers as requested by [REDACTED]

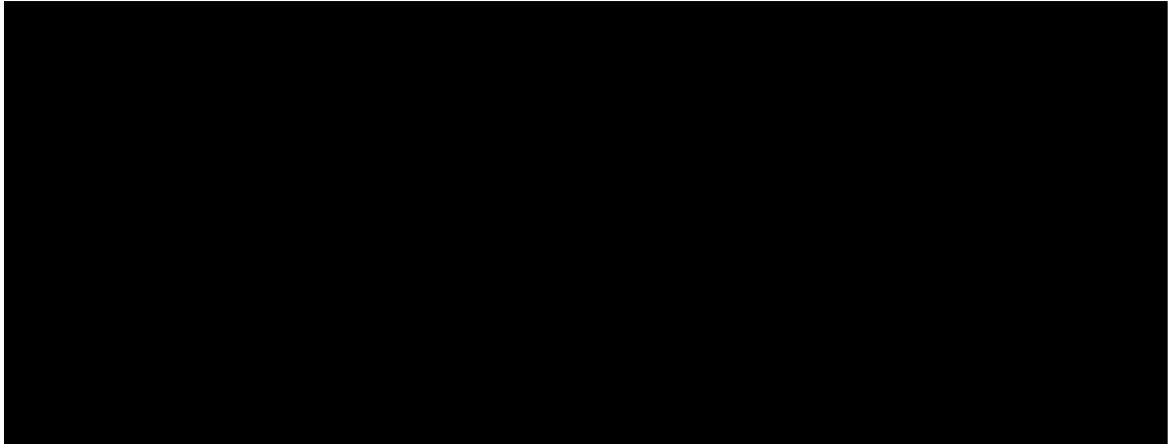
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NEW BUSINESS:

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2. MEDICAL APPROVALS



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██████████ expressed concern about disqualifications by the Medical Office; recently two trainees were disqualified for the TD Orientation Course. He raised the question of who decided what constituted disqualification, who made the policy, and what people requested physical examinations. Mr. Baird responded that the Medical Office had asked the DD/A for authority to screen anyone leaving the Washington area; this includes trainees ██████████. OTR provides the Medical Office with lists of names. Mr. Baird suggested that the Training Committee sit down with the Medical people to resolve the matter; OTR will be glad to take part in any discussion as a passive participant.

25X1A

3. CS REVIEW COURSE:

██████████ stated that the final version of the course notice is ready and will be distributed on 1 October. He read the catalog description of the new course, copies of which will be attached to the course notices. It was pointed out by ██████████ that the new long-term schedule does not agree with the course description. It was decided that the explanation starred on the schedule should be changed from "for DD/P returnees only" to "for DD/P returnees primarily." The course will include tours to OCD, CRR, TSS, and the "County Fair" of the BIC. ██████████ will be Chief Instructor, with ██████████ as assistant.

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4. PREREQUISITES FOR WPSC:

██████████ said the memorandum from Mr. Baird has been helpful in persuading ██████████ on the prerequisites for military personnel. He emphasized that civilian as well as military planners would be included. There will be no auditors allowed. To date there are three enrollments, but more are expected.

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5. PRIORITIES FOR TRAINING EVALUATIONS:

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The delay [REDACTED] is attributable to the fact that [REDACTED] has undertaken to look over all evaluations. [REDACTED] said that if the training officers would assign priorities, evaluations on people leaving for overseas assignments would be processed ahead of others. The A&E Staff will also give interim reports on trainees whose performance falls below standard. [REDACTED] suggested that priority be indicated on the green sheet at time of request for enrollment. Pending revision of the form, a rubber stamp could be used.

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6. RECOMMENDATIONS ON TRAINING FOR CAREER BOARD ACTIONS:

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This item was deferred until the next meeting at the request of [REDACTED]

7. DEFERMENT OF BASIC COURSES FOR IO PERSONNEL WHO NEED CWC OR CPW:

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It was the consensus of opinion that the bars should not be let down in a blanket deferment of the prerequisite courses for IO personnel. [REDACTED] will forward the request with the Training Committee's recommendations to [REDACTED]

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8. REGISTRATION OF STUDENTS FOR COURSES:

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[REDACTED] brought these points to the attention of the training officers:

(a) green sheets should be filled out more completely; for example, a student's projected operational capacity in the field is important in assigning him to the base problem or the [REDACTED] problem in Phase II;

25X1A

(b) training officers should caution students not to talk about the training site prior to their briefing;

(c) the confusion attendant on the opening of the last running of Phase III was due to the lack of a firm roster; alternates were rung in at the last minute.

Mr. Baird inquired what the experience factor on last-minute cancellations was. It was thought to be not more than 2 or 3 students. It was decided to close the enrollments on the Tuesday preceding opening with a total of 78 students, which would assure a probable roster of 75 starters.

9. CAPSULE PRESENTATIONS:

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[REDACTED] has been appointed to take general charge of capsule courses. He will look into the matter of which course to present next. It was suggested that the [REDACTED] and CFA courses be run again. [REDACTED] said there was no apparent correlation between the capsule courses and enrollment, although enrollment increased somewhat in the MO course

25X1A

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10. MOVIE:

Mr. Baird announced that there would be a showing of [REDACTED] for Brigadier General Millard C. Young, Chief of JSPD, at 1345 in [REDACTED] People who had not seen it were invited in accordance with the need-to-know requisites previously announced.

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OTHER BUSINESS:

1. Mr. Baird asked how many CIA personnel have attended the Army Psychological Warfare Course at Fort Bragg. It was thought that none had, but [REDACTED] will find out.
2. [REDACTED] inquired about a week-end meeting of Operations Officers which was discussed several months ago. A date for this will be established.
3. [REDACTED] emphasized that the one-week CFA courses should be publicized. They are ready to go and students are needed.
4. Discussion of Phase III was removed from the Agenda due to the absence of [REDACTED] It will be taken up on 7 October.

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